

SELF-REFLECTION ON PAST 12 MONTHS

“Before planning for the future, we must evaluate the past to uncover our opportunities for the future.”

NAME: _____ DATE: _____

Reflect on past accomplishments and disappointments both professionally and personally over the past year, please be specific, so you can discuss with your manager.

1. What were me and my team/company's most significant accomplishments this past year?
2. What specific contributions did I make to these successes?
3. What do I feel were me and my team's/company's most significant disappointments this past year?
4. What are my two weakest skills that are hindering me from achieving better results?

Self-reflect on your strengths and weaknesses as an individual and their impact on your effectiveness and success in the organization, please be specific, so you can discuss with your manager.

1. What is one thing that, if I stop doing in the next 12 months, will make me a more effective team member?
2. What is one thing that, if I start doing in the next 12 months, will make me a more effective team member?
3. What are the two behaviors others would say I could develop to become more effective within the organization?

4. What are my self-limiting beliefs that are preventing me from achieving what I want and need to achieve?

Reflect on your future goals and accomplishments, please be specific, so you can discuss with your manager. Answer questions with the belief that resources are unlimited.

1. What is the one thing that I would like to accomplish in the next 12 months that would provide me with a sense of pride?
2. What one thing would I like to accomplish in the next 12 months that would develop additional skills and knowledge that will help me get closer to my 5-year career goals?
3. What one thing do I want to accomplish in the next 12 months that will move the organization/team closer to its vision?



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